



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

IN REPLY REFER TO

BUMEDINST 1500.19A
BUMED-05/NSHS-00
14 May 97

BUMED INSTRUCTION 1500.19A

From: Chief, Bureau of Medicine and Surgery
To: Ships and Stations Having Medical Department Personnel

Subj: NAVY MEDICAL DEPARTMENT INTEGRAL PARTS OF TRAINING

Ref: (a) BUMEDINST 4651.3
(b) MILPERSMAN 1810100 and 1810280
(c) Title 10, U.S.C. 1089 (NOTAL)
(d) Officer TRANSMAN, Chapter 2
(e) JFTR, Vol. I
(f) BUMEDINST 7050.1

1. **Purpose.** To establish management responsibilities and procedures for administering Navy Medical Department integral parts of training (IPOT) for full-time inservice (FTIS), other Federal institution (OFI), and full-time outservice (FTOS) graduate professional education (GPE) program trainees to include graduate medical education (GME) participants.

2. **Cancellation.** BUMEDINST 1500.19.

3. **Definition.** An IPOT is a course or affiliated period of training required to supplement experiences in a fellowship, residency, or other GPE training program to meet the requirements for program completion or accreditation set by the Accreditation Council for Graduate Medical Education, the American Osteopathic Association, the American Dental Association, the American Nurses Association or any of the organizations that accredit allied health professional graduate education. Attendance at periodic or annual meetings or scientific, technical, or professional conferences, for the purpose of continuing professional education, are within the purview of reference (a).

4. **Background.** Temporary additional duty or authorization orders to participate in an IPOT are issued by the trainee's administrative command. Generally, a written travel order is not necessary when travel is performed within the limits of a trainee's permanent duty station (PDS). However, to ensure liability protection, written orders are necessary for officers performing patient care during IPOT in a non-Federal institution, as discussed in reference (b). Reference (c) requires active duty trainees be acting within the scope of their official duties to be entitled to immunity provisions under public law.

5. **Policy.** Inservice and outservice GPE IPOT are managed separately and implementation procedures depend upon the location and duration of the IPOT as delineated below:

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a. For GPE FTIS trainees, IPOT which is conducted within the area of the trainee's PDS or is fewer than 20 weeks in duration is managed and funded by the local command.

b. For GPE FTOS and OFI trainees, IPOT of 20 or fewer weeks in duration is managed and funded by the Naval School of Health Sciences (NSHS), Bethesda.

c. An IPOT of 20 weeks or more and not within the trainee's PDS requires permanent change of station (PCS) orders and must be requested by the trainee's command, endorsed by NSHS Bethesda and approved by the Bureau of Naval Personnel (BUPERS). BUPERS shall issue PCS orders contingent upon approval and availability of funding. Reference (d) provides specific guidance regarding officer orders.

(1) If both the former PDS and the new PDS are served by the same primary local transportation system, no entitlements will accrue.

(2) If both the former PDS and the new PDS are not served by the same primary transportation system, the member is entitled to full PCS entitlements, regardless of the distance involved, as outlined in reference (e).

d. Program directors should plan IPOTs to limit the number of PCS orders and minimize PCS costs. If professionally appropriate:

(1) IPOTs should be arranged within the trainee's local area.

(2) If a PCS move is required, IPOTs should be scheduled at the end of the trainee's period of training and not within the initial 6 months of the final year of training.

e. Navy trainees participating in clinical experiences as an integral part of training at a non-Federal institution require a memorandum of understanding (MOU). FTIS trainees' commanding officers will negotiate and establish an MOU following reference (f). Commands must ensure legal review at the local level before final signature on all agreements. NSHS Bethesda shall coordinate negotiations for IPOT MOUs for trainees participating in FTOS training programs.

6. Responsibilities

a. Commanding Officer, NSHS Bethesda, shall coordinate policies and procedures for corps-specific professional programs IPOT with BUPERS, Navy medical and dental treatment facilities (MTFs and DTFs), and civilian and OFI program directors.

b. Commanding officers of Navy MTFs and DTFs conducting FTIS GPE programs for Medical Department officers shall ensure all programs conducted in their commands maintain requisite standards of training to ensure successful accreditation by appropriate civilian agencies. The commanding officer shall ensure IPOT planning is conducted on an annual basis.

c. Program directors shall inform the commanding officer of IPOT requirements for their training programs and ensure appropriate training orders are obtained for trainees participating in IPOTs.

d. OFI and FTOS trainees shall adhere to policies, procedures, and annual guidance issued by NSHS and higher authority.

7. Action

a. The commanding officers of MTFs and DTFs conducting GPE programs shall:

(1) Establish command procedures to ensure proper administration of the IPOT program at the local command level.

(2) Submit by 1 January to NSHS Bethesda, an annual IPOT plan for IPOT in excess of 20 weeks and outside the local area to be performed during the following fiscal year. BUPERS requires the plan to budget for IPOT PCS in the upcoming fiscal year beginning 1 October. Include the following information in the plan:

(a) The program name, dates, location, and program director.

(b) A brief description of the IPOT and specific information regarding alternate training opportunities explored.

(c) The estimated number of residents and fellows requiring the IPOT.

(d) A detailed justification for the expense of non-local training, outlining the necessity for training, such as accreditation, program completion, board certification eligibility, or other bonafide requirements.

(3) Submit individual requests for IPOT requiring PCS orders (previously listed on the annual IPOT plan) to NSHS Bethesda 180 days before the IPOT start date.

b. Navy FTOS and OFI trainees requiring IPOT shall follow annual guidance provided by NSHS Bethesda and shall submit to NSHS Bethesda:

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(1) A list of specific required IPOT at least 60 days before the start of the GPE program.

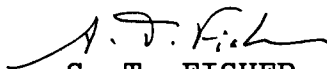
(2) A request for funding of each IPOT, 6 weeks before the start of each IPOT.

c. Commanding Officer, NSHS Bethesda shall:

(1) Review, recommend approval or disapproval, and forward to BUPERS, by 1 March annually, a copy of each command's annual IPOT plan for IPOT exceeding 20 weeks in duration and located outside the trainee's PDS.

(2) Review individual requests for IPOT requiring a PCS move, recommend approval or disapproval and forward to BUPERS at least 160 days before the IPOT start date.

(3) Review and approve or disapprove funding requests for all IPOT for Navy OFI and FTOS trainees. Return disapproved requests to the trainee with appropriate explanation. Forward approved requests to NSHS Bethesda (Code 014), Travel Control Section, Directorate for Resources Management, 8901 Wisconsin Avenue, Bethesda, MD 20889-5611 for further processing and issuance of funding data.


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Available at:

<http://support1.med.navy.mil/bumed/instruct/external/external.htm>